

MARYLAND HISTORICAL TRUST

**CERTIFIED LOCAL GOVERNMENT
GRANT PROGRAM**

FFY 2020

Application and Reporting Guidelines

DEADLINE: February 28, 2020

CERTIFIED LOCAL GOVERNMENT PROGRAM GRANTS

The Certified Local Government (CLG) program recognizes counties and municipalities that have made a special commitment to preservation. This commitment includes, but is not limited to, establishing a qualified historic preservation commission to designate and review historic properties.

Maryland's CLG program is administered by the National Park Service and the Maryland Historical Trust (MHT). CLG programs exist in every state and are supported through the federal Historic Preservation Fund. MHT awards 10% of its annual allocation from the Historic Preservation Fund via subgrants to CLG projects and educational opportunities each year. Funding available for the FFY 2020 CLG grant round is expected to be approximately \$80,000.

CLG funds are awarded in two categories: 1) Education and Training and 2) Non-Capital Projects. The FFY 2020 deadline to apply is February 28, 2020. MHT intends to notify recipients by May 2020. If awarded a grant, grantee may start incurring Project expenses on May 1, 2020 (the "Project Commencement Date"). All grant funds must be expended by June 30, 2021 (the "Project Completion Date").

ELIGIBLE APPLICANTS

All Certified Local Governments within the State of Maryland are eligible to compete for CLG funds. If you are uncertain whether your local government is a CLG, visit http://mht.maryland.gov/grants_clg.shtml for a complete list. **To request a FFY 2020 application, please contact Suzanne Mbollo at suzanne.mbollo@maryland.gov or 410-697-9571.**

CLGs with outstanding annual reports will not be eligible to receive grant funds. If your CLG report is currently overdue and you wish to be considered for funding, you must [submit your annual report](#) by the application deadline of February 28, 2020.

TRAINING AND EDUCATION GRANTS

Education and Training funds are distributed on a REIMBURSABLE basis and will be administered by Maryland Association of Historic District Commissions (MAHDC) on behalf of MHT. All required reporting on the expenditure of grant funds will be conducted by MAHDC. CLGs are responsible for providing the required documentation to MAHDC in a timely manner.

TRAINING GRANTS

CLGs may request up to **\$1,000** for Commissioner and staff training each year. For FFY 2020, CLGs may request an additional \$2,000 (\$1,000 per person) to attend the National Alliance of Preservation Commissions biennial Forum in Tacoma, WA, on July 22-26, 2020. Annual grants for Commissioner and staff training are non-competitive. However, the actual award may be less than the requested amount depending on availability of funds and the past performance of a CLG in utilizing and administering educational funding. Applicants are not required to specify how they will spend Education and Training funds in the application.

Eligible training activities include, but are not limited to:

- programs by MAHDC;
- registration for state-sponsored training workshops;
- the National Trust for Historic Preservation conference; and
- programs by the National Alliance of Preservation Commissions.

Other training activities may be eligible, subject to approval in advance by MHT. If you have a question about eligibility, please contact Suzanne Mbollo at suzanne.mbollo@maryland.gov or 410-697-9571.

EDUCATION GRANTS

In addition to training grants, CLGs may request up to \$3,000 each year to support educational programs that benefit CLGs statewide (e.g. MAHDC's Annual Symposium). Applications for education grants are reviewed competitively, and only one application per educational program will be accepted. Please consult Suzanne Mbollo at suzanne.mbollo@maryland.gov or 410-697-9571 prior to submission to limit duplication of effort.

NON-CAPITAL PROJECT GRANTS

CLGs may request up to **\$25,000** for non-capital projects that support the CLG's efforts to protect and preserve historic, archeological and cultural resources. Individual awards generally range from \$5,000 to \$15,000.

Eligible activities include, but are not limited to:

- identifying and documenting cultural and historic resources for survey or planning purposes;
- researching and evaluating historic and archeological sites (e.g. historic structures reports, archeological site reports and Historic American Building Survey (HABS) documentation)
- documenting cultural heritage (e.g. oral histories) related to existing structures and historic communities, especially under-served and/or minority communities;
- preparing nominations to the National Register of Historic Places;
- developing local preservation plans or preservation elements in local comprehensive plans;
- developing or updating design guidelines for local historic districts;
- producing heritage education materials including publications, exhibits, video and curricula;
- preparing publications that add to the public knowledge of Maryland's architectural, archeological and cultural history; and
- conducting studies to determine the fiscal impact or feasibility of preservation activities.

Ineligible activities include:

- property acquisition, rehabilitation or restoration;
- archival research not associated with historic property documentation;
- curation of objects or collections following the conclusion of a federally funded project; and
- operating or overhead support, with the exception of third-party administrative costs (see "Third-Party Administration" below).

If you have a question about the eligibility of any proposed activity, please contact Suzanne Mbollo at suzanne.mbollo@maryland.gov or 410-697-9571.

Project Selection

A successful application will clearly demonstrate that the project will make a significant contribution to local preservation efforts and will be managed carefully in a professional manner. The CLG grant application is designed to help the MHT review committee evaluate the following criteria: **significance of the project or affected resources, urgency, project design, professional capability, project readiness, protective value,**

educational value, demonstration value, project impact, matching funds, administrative capability and geographic distribution.

Based on feedback from the review committee, MHT may award funding contingent on changes to the project scope and budget, or MHT may request subsequent consultation prior to its approval of the grant. Project conditions may be proposed to grantees by MHT as part of the award selection process via MHT's online grants system. Grantees will have the opportunity to discuss and approve changes prior to acceptance of the award and issuance of the grant agreement.

General Requirements

All CLG-funded activities must meet the Secretary of the Interior's *Standards for Archeology and Historic Preservation* as well as the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* or the *Standards and Guidelines for Archeological Investigations in Maryland*. These documents are available on the MHT website at http://mht.maryland.gov/research_mihp.shtml and http://mht.maryland.gov/research_survey_section.shtml.

In addition, principal investigators undertaking CLG-funded projects must meet the applicable minimum requirements of the Secretary of the Interior's *Professional Qualification Standards* as set forth in the Code of Federal Regulations, 36CFR61, published in the Federal Register, Vol. 48, No. 190, pages 44738-39 (available online at https://www.nps.gov/history/local-law/arch_stnds_9.htm). Federal guidelines typically require that consultants be selected through a competitive procurement process (see "Federal Requirements" below), and MHT must approve the consultant selection.

If funding is awarded, the grantee will be responsible for submitting brief quarterly progress reports, a final narrative, and a financial report that accompanies the project deliverables. Requests for the reimbursement of project expenses, along with supporting documentation if requested by MHT, may be submitted along with the quarterly reports (see "Budget Requirements" for more detail). All required reports are distributed and received through the MHT online grants system.

Budget Requirements

CLG project grants do not require a match, but applicants who include matching funds will be more favorably considered, as described in the Project Selection section above. Applications that demonstrate strong local investment are typically ranked higher in the selection process, and a cash match of at least 15% is encouraged. Federal funds may not be used as a match for the CLG program.

If awarded, CLG funds are distributed as **REIMBURSEMENT** for eligible project expenses incurred on or after the Project Commencement Date. Reimbursements may be requested as part of quarterly progress reports submitted during the project period, and require documentation of expenses (e.g. invoices, receipts) acceptable to MHT. All CLG funds must be expended by the Project Completion Date.

MDP staff and MHT board members may not receive remuneration from any CLG grant funds.

Federal Requirements

Because the CLG program is funded by the federal government, grantees must expend CLG funds in compliance with federal guidelines. During grant application review and selection process, MHT will evaluate project scope and budget for consistency with the National Park Service [Historic Preservation Fund](#)

[Grants Manual](#) and the Office of Management and Budget requirements set out in 2CFR200.

For projects involving the hiring of consultants and the procurement of services, CLG grant recipients must follow (at a minimum) the federal procurement standards outlined below. Non-Federal entities may use their own procurement standards, provided that the procurements conform to applicable Federal law and the standards identified in 2CFR Subsections 200.318 through 200.326.

- Micro-purchases (\$10,000 or less) may be awarded without soliciting competitive quotations if the grantee considers the price to be reasonable.
- Small purchases (\$10,001 to \$250,000) require price or rate quotations from at least three qualified sources and require that the grant recipient must obtain and retain written quotations and document how the determination of a fair and reasonable price was made.

The CLG grant agreement requires all CLG grant recipients to follow state and federal guidelines in the expenditure of CLG grants, including certifications regarding debarment, alcohol- and drug-free workplace requirements, and prohibitions against lobbying. If you have any questions about specific requirements, please contact Suzanne Mbollo at suzanne.mbollo@maryland.gov or 410-697-9571.

THIRD-PARTY ADMINISTRATION

CLGs may elect to have their grants administered by a designated third-party organization, subject to MHT's approval. The third-party administrator may be another unit of local government, a business, a non-profit, or an educational institution. The CLG can choose this option in the grant application and must include a letter of concurrence from the third-party organization.

Alternatively, the third-party administrator may submit the CLG application on behalf of the CLG, and must include a letter signed by the CLG's chief elected official or designee that endorses the project and authorizes the applicant organization to act as the third-party administrator on behalf of the CLG.

If a grant is awarded under either of the above scenarios, MHT will execute a grant agreement between MHT and the designated third-party administrator, which will be responsible for submitting all project reporting and project deliverables.

A third-party administrator of a CLG grant may budget 10% of the overall project costs to cover project administration. If the administrator has an approved federal indirect cost rate higher than 10%, it must submit certification of the approved rate prior to the execution of the grant agreement with MHT.

Designation of a third-party administrator is not considered to be a procurement.

POOLING CLG FUNDS

CLGs are permitted to pool grant funds for eligible uses. For example, several CLGs may combine their CLG funds to hire and share professional preservation services for eligible projects. This option allows an administrator CLG to apply on behalf of the pool participant CLGs for funding in excess of the individual \$25,000 non-capital grant limit and allows CLGs with a stronger administrative capacity to assist other CLGs.

The CLG pooled funds option is available if the participants satisfy the following conditions:

- all participants involved in the pooling are CLGs;
- one CLG is designated as the grant applicant and administrator;
- the CLG grant application contains:

- a. the names of all CLGs participating in the joint project, and approval of each participating CLG's chief elected local official or designee;
- b. the total amount of CLG funds requested for the pooled funds project; and
- c. the source, type (cash or in-kind), and amount of each CLG's matching share commitment, if applicable.

CLG GRANTS PROGRAM SCHEDULE

The application and selection process will follow the schedule below:

Jan. 31, 2020	Official Announcement of Grant Application Availability MHT staff assistance is available for application consultation and project planning. It is strongly recommended that CLGs contact MHT staff prior to submitting an application.
Feb. 28, 2020	Full Application Due Fully completed applications must be submitted through MHT's online grants system on or before February 28, 2020 . The Application must include the application form and all required attachments.
May 2020 (estimated)	Evaluation of Applications Completed MHT staff present the results of their evaluation to the State Historic Preservation Officer, who will approve, approve with modifications, or deny the applications.
May 2020 (estimated)	Award Announcements
June 30, 2021	Project Completed All work on the project must be completed, and all project costs incurred <i>no later than June 30, 2021</i> .
July 31, 2021	Project Close-Out The final narrative and financial reports, the final request for disbursement, and all project deliverables must be submitted <i>no later than July 31, 2021</i> .

APPLICATION ASSISTANCE

It is highly beneficial for applicants to contact MHT staff to discuss project proposals prior to submission of an application. For assistance in developing a scope of work and budget for your proposal please contact Suzanne Mbollo at suzanne.mbollo@maryland.gov or 410-697-9571.

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operation by a recipient of Federal assistance should write to Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.